

## Job Description

**POSITION:** Assistant Director  
**RESPONSIBLE TO:** Program Supervisor  
**QUALIFICATIONS:** Level 3 Certification  
**LOCATION:** Al Rashid Child Care Society 12654-151 Ave Edmonton AB T5A4X5

**EDUCATION:** Degree in Elementary Education, Special Education, Diploma in Early Childhood Education, Degree in Human Resource administration or similar field of study from a recognized community college or university with an emphasis on child development. Supervisory and administration experience are definite assets. (An individual showing initiative to take courses and continue his/her education by working towards one of the aforementioned certificates would also be considered.) Level 2 or 3 is required. A valid First Aid/Child Care Certificate or equivalent approved by the Alberta Social Services and Community Health. A valid driver's license may be required.

**EXPERIENCE:** Supervisory or leadership experience with children aged infants to 12 years. A minimum of five years work experience in the early childhood field with emphasis in program planning. Must have one complete year of exposure to supervising and program planning in a child related field. Experience directly related to out of school care preferred.

**ATTRIBUTES:** Sound leadership qualities and verbal communication skills; a strong commitment to an enriched child care program; ability to work under supervision and in a team environment and along with the staff members in the absence of the Director; show initiative, flexibility, dependability, creativity and an interest in physical activities.

**JOB SUMMARY:** The Assistant Director, in conjunction with the Executive Director is responsible for the care of up to 30 out of school age children and up to 80 Daycare children, as well as a team of up to 10 staff members. The primary goal of this position is to assist in the planning and implementation of a program that provides a quality environment for the children in care, which includes the social, physical, emotional, intellectual, and creative needs of the children in an environment that fosters the positive growth and development of these children individually and within a group setting. This position requires a basic working knowledge of the overall program so that he/she can be responsible for the overall operation of the centre in the absence of the Director. The Assistant Director must be able to work effectively with staff members as a team to develop and run the program.

## **RESPONSIBILITIES:**

### **ADMINISTRATION AND MANAGEMENT**

1. Assist the Executive Director in implementing policies and procedures established by the Board of Directors, ensuring all operations are within the philosophical guidelines of the Centre and ensuring compliance with the City of Edmonton and Province of Alberta.
2. Take responsibility for the operation of the centre in the Executive Director's absence. Takes action (if necessary); documents any parental matters that surface during the absence of the Executive Director (e.g. explain the action of the staff, submits reports, etc.); relating the action to the Director as soon as possible.
3. Perform clerical duties as instructed by the Executive Director, namely, receipts for fees, updating confidential files, keeping telephone lists and numbers current, maintaining attendance sheets, etc.
4. Ensure all operations of the centre are in compliance with all regulations whenever possible; ensure that all activities of the program meet the current day care and out of school care regulations.
5. Assists in maintaining files concerning the centre's parents and children. Documenting behaviors, attendance, personal data and other pertinent information.
6. To perform other duties that may be assigned from time to time in the provision of good quality programs.
7. Demonstrates a high standard of professional ethics and maturity at all times. To assist staff in maintaining professionalism at the centre.

### **FINANCIAL**

1. Become the centre's budget constraints and plan programs accordingly.
2. Become aware of financial data and assist with collection of child care payments, issue receipts, banking and administer petty cash ensuring proper records are kept.

### **PERSONNEL**

1. Provide direction, consultation, instruction and supervision to staff and field placement students in all aspects of development of the child care program. Promotes and maintains open communication with staff for the purpose of sharing ideas, passing on information, problem solving and specific family situations.
2. Assists in preparing work schedules.
3. Participates in interviews of staff as necessary, facilitating the orientation period of all new staff.

4. Maintaining harmonious personnel relationships and good working conditions.
5. Supervises activities of all program staff.
6. Consults regularly with other staff to encourage interest and input into the program. Encourages and draws on individual talents and skills to enhance the program.

## **PROGRAM PLANNING AND OPERATIONS**

1. Based on sound knowledge of children's growth and development patterns, creates both a relaxed and stimulating environment for the children. Assumes the primary role in planning and implementing day to day programs which provide creative and satisfying play experiences for the children in care.  
Programming planning.
1. Plans and implements, with staff, a creative and flexible program (including special events, field trips, etc.) ensuring that every facet of the child's development is met. Ensure that planning time is made available, paid, recorded and used as requested by individual staff members. Optimal growth potential for the individual child as well as for the whole group is taken into consideration while planning the centre's environment and its program. Ensure all needs are addressed; development of large and fine motor skills, interpersonal and socialization skills, creative and imaginative skills. With other staff, constantly seek new innovative ways to allow the child to develop his sense of adventure, exploration, joy of learning and freedom to choose for him/herself the avenues that lead to these ends. ***Planning time will be at staff discretion during days and times that staff is not counted in child staff ratios.***
2. Ensure that nutritional needs of the children are met through on-going evaluation of menu planning. Arrange and meet with dietitian and nutritionist when necessary. Purchases groceries ensuring each child's nutritional requirement. Ensure food storage and preparation complies with Board of Health. Oversee the planning of the snack menu.
3. Maintains a safe, healthy, clean and comfortable environment for the children at all times. Ensures that daily cleaning and housekeeping functions are carried out.
4. Oversee the maintenance of the facility and equipment by arranging for necessary caretaking and to purchase, repair, and/or replace necessary furnishings and equipment and supplies. To report any unsafe equipment to the appropriate people. To maintain general order, physical organization of materials, equipment and supplies.
5. In discussion with staff, establishes rules and/or limits for child behavior in accordance with the centre's policies. Ensures that all staff and children know the rules and reasons for them. Sees that the rules and limits are maintained by all staff, incorporating the flexibility needed to meet the individual needs of the children. Ensure that rules are enforced in a positive manner to support a healthy self-concept in each child.

6. Creates a warm and caring atmosphere striving always to meet the unique needs of each child and striving also to strengthen that child's family as a cohesive unit.
7. Evaluates activities done by children, by examining feedback received from children and the parents and staff. Evaluate the feedback in regards to the effectiveness of the program and make recommendations to the Executive Director.
8. Discuss with the Executive Director any concerns regarding the children, field placement students, other staff or parents.
9. Any other duties as assigned by the Executive Director.

#### **PROFESSIONAL RESPONSIBILITY AND RELATIONSHIPS**

1. Maintain positive relations between the centre and community, school, and other child care centres.
2. Provides parents with information about the centre's activities and other relevant information through newsletters, displays, notices and informal discussions.
3. Deals openly with parents, exchanges information about their children, interprets the daily program for them, and creates friendly supportive relationships. Maintains contact with parents ensuring that their concerns are dealt with as they arise and are brought to the attention of the Executive Director.

#### **SUPERVISION OF:** Children

Child care workers

Field Placement students

#### **SUPERVISED BY:** Executive Director

#### **RESIGNATION:** One Month